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**CHAPTER 2-01
PLANNING AND ZONING COMMISSION**

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SECTION 2-01-001-0001 CREATION OF COMMISSION:

There is hereby established a City Planning and Zoning Commission for the City under the provisions of the Arizona Revised Statutes as applicable.¹ (Ord. 339, 10-8-45)

¹A.R.S., sec. 9-461.02.

SECTION 2-01-001-0002 PERSONNEL OF THE COMMISSION:

- A. The City Planning and Zoning Commission shall consist of seven (7) members; one shall be a member of the Council designated by the Mayor and the Council and six (6) electors appointed by the Mayor and Council. The City Engineer shall be a technical advisor to the Commission but shall have no vote in the proceedings of the Commission. A Director of Planning shall also be an ex-officio member of the City Planning and Zoning Commission but shall have no vote in any of the meetings or proceedings of such Commission. All members of the Commission shall serve as such without compensation, and the citizen members shall hold no other City or County office, except that they may serve as members of the Zoning Board of Adjustment. The terms of ex-officio members shall correspond to their respective official tenures. The term of each citizen member shall be three (3) years or until his successor takes office. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired portion of the term. The citizen members may, after public hearing, be removed by the Mayor and Council for inefficiency, neglect of duty or malfeasance in office. The Mayor and Council shall file a written statement of reasons for removal. (Ord. 1826, 12/21/93)
- B. Any member accumulating a total of three (3) unexcused absences or eight (8) excused absences or any combination totalling eight (8) absences from regularly scheduled meetings in any given calendar year will be automatically removed from the Commission and a replacement appointed by the City Council. An unexcused absence is defined as the failure of the member to notify the Planning Division of his or her inability to attend

at least by ten o'clock (10:00) A.M. the day prior to the regularly scheduled meeting. (Ord. 1427, 3-4-86)

(Ord. No. 1826, Amended, 12/21/93)

SECTION 2-01-001-0003 DIRECTOR OF PLANNING:

A Director of Planning may be appointed by the City Manager and shall be qualified by special training and experience in the field of city planning. He shall be a regular technical advisor of the City Planning and Zoning Commission and may also be designated its Executive Secretary. The Director of Planning shall also be an ex-officio member of the Planning and Zoning Commission but shall have no vote in any of the meetings or proceedings of such Commission. (Ord. 859, 10-24-72)

SECTION 2-01-001-0004 ORGANIZATION AND RULES:

The Commission shall elect a Chairman from among the citizen members and shall elect such other officers as it may determine. The term of Chairman shall be one year with eligibility for re-election. The Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and keep a record of its resolutions, transactions, findings and determinations, which shall be a public record. (Ord. 339, 10-8-45)

SECTION 2-01-001-0005 DUTIES AND FUNCTIONS:

The Mayor and Council may, by resolution or otherwise, request from the Commission a report or recommendation in connection with any matter relating to the physical development of the City. The Commission shall have authority to make such investigations, maps and reports and recommendations in connection therewith as seem desirable.

In every case where the Commission disapproves a matter which, under the terms of this Chapter the Mayor and Council are required officially to submit to the Commission for approval, disapproval or recommendation, the Commission shall communicate its reasons to the Mayor and Council which shall have the power to overrule the disapproval. Failure of the Commission to act within thirty (30) days from the date of official submission to it, or such longer period as may be designated by the Mayor and Council, shall be deemed to be approval.

In every case, all decisions of the Planning and Zoning Commission may be appealed to the City Council by any interested party, a taxpayer, or a City official, and such appeal will be heard within thirty (30) days of the taking of the action appealed from. (Ord. 859, 10-24-72)

SECTION 2-01-001-0006 MASTER PLAN:

The Commission shall formulate and adopt a comprehensive and long-term Master Plan for the development of the City and of any land outside the City which, in the opinion of the Commission, bears a relation to the planning of the City, and to make changes in, additions to or extensions of such Plan. The Master Plan with the accompanying maps, plats, charts and descriptive matter shall

show the Commission's recommendations for the development of said territory including, among other things:

- A. The general location, character and extent of streets, parks, playgrounds, squares, waterways, aviation fields and other public ways, grounds and open spaces.
- B. The general location of public buildings and other public property.
- C. The general location and extent of public utilities for water, light, sanitation, transportation, communication, power and other purposes.

The removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any of the foregoing ways, grounds, open spaces, buildings, property, utilities or terminals.

- E. The general character, location and extent of community centers or housing developments.
- F. A zoning plan and regulations as hereinafter provided.

SECTION 2-01-001-0007 PURPOSES OF MASTER PLAN:

In the preparation of the Master Plan, the Commission shall make careful and comprehensive surveys and studies of present conditions and prospective future growth of the territory under its jurisdiction. The Master Plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the City which will, in accordance with present and future needs and resources, best promote health, safety, morals, order, convenience, prosperity and general welfare.

SECTION 2-01-001-0008 ADOPTION OF MASTER PLAN:

The Commission may adopt the Master Plan as a whole by a single resolution, or it may, by successive resolutions, adopt separate parts of the Plan corresponding with functional divisions of the subject matter of the Plan. Before the adoption of the Plan or any part, amendment, extension or addition, the Commission shall hold at least one public hearing thereon. The adoption of the Plan or any part thereof shall be by resolution carried by the affirmative vote of not less than five (5) members of the Commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the Commission to form the whole or part of the Master Plan, and the action taken shall be entered upon the map, Plan and descriptive matter over the signature of the Chairman or Secretary of the Commission. The map, Plan and descriptive matter shall be a public record.

SECTION 2-01-001-0009 LEGAL STATUS OF MASTER PLAN:

The legal status of the adopted Master Plan or any part thereof shall be that of an official guide for the Commission in the performance of its duties and functions under this Chapter. Whenever the Commission shall have adopted and the Mayor and Council approved the Master Plan or part thereof, thereafter, before any street, park or other public way, ground or space, public building or structure, public utility facility or any other public work shall be

authorized or constructed in the City, the location, character and extent thereof shall be submitted for approval, disapproval or recommendation to the Commission. The Commission shall be guided by the provisions of the Master Plan in making its recommendation. The acceptance, widening, removal, extension, relocation, narrowing, vacation, abandonment, change of use, acquisition of land for, or sale or lease of any public street, park or other public way, ground or space, any public building or structure, any public utility facility or any other public work shall be subject to similar submission.

SECTION 2-01-001-0010 ACT AS ZONING COMMISSION:

The City Planning and Zoning Commission created in this Chapter shall be and act as the Zoning Commission of the City, and all duties and powers granted to zoning commissions under State law shall be exercised by the City Planning and Zoning Commission.

Before any change in or departure from the text of the zoning regulations or map shall be made by the Mayor and Council, it shall first submit such changes to the Commission for its approval, disapproval or suggestion.

SECTION 2-01-001-0011 PREPARE SUBDIVISION REGULATIONS:

The City Planning and Zoning Commission shall prepare regulations governing the subdivision of land in accordance with sections 9-463 to 9-463.04 of the Arizona Revised Statutes. Such regulations may provide for the following:

- A. The harmonious development of the City and such territory outside of the corporate limits of the City over which the Mayor and Council have platting jurisdiction under sections 9-474 to 9-479, inclusive, and section 9-1141 of the Arizona Revised Statutes.
- B. The coordination of streets within subdivisions with other existing or planned streets or with other features of the adopted Master Plan.
- C. Adequate open spaces for traffic, recreation, light and air.
- D. The conservation of or production of adequate transportation, water drainage and sanitary facilities.
- E. The avoidance of population congestion.

The regulations shall be published as provided by law for the publication of ordinances and before adoption a public hearing shall be held thereon.

A copy thereof shall be certified by the Commission to the Mayor, Council and the Board of Supervisors.

After the Commission has adopted and the Mayor and Council approved said subdivision regulations, the Mayor and Council shall not approve any plat of a subdivision presented to it before first submitting the same for approval or disapproval to the Commission.

SECTION 2-01-001-0012 ADDITIONAL DUTIES:

The Commission shall, from time to time, recommend to the Mayor and Council programs for public works and improvements and for the financing thereof. The Commission shall have authority to promote public interest in, and understanding of the plans prepared by it and to that end may publish and distribute copies of the Master Plan or of any report relative thereto, and may employ such other means of publicity and education as it may determine.

It shall consult and advise with public officials and agencies, public utility companies, civic, educational, professional and other organizations, and with citizens in relation to the protecting or carrying out of the plans prepared by it. The Commission shall have the right to accept and use gifts for the exercise of its functions. All public officials shall, upon request, furnish to the Commission, within a reasonable time, such available information as it may require for its work. The Commission, its members, officers and employees in the performance of their functions may enter upon any land and make examinations and surveys and place and maintain necessary monuments and marks thereon. In general, the Commission shall have such authority as may be necessary to enable it to fulfill its functions, promote planning and carry out the purposes of this Chapter.

SECTION 2-01-001-0013 PUBLIC HEARINGS:

Public notice of any hearing for which provision is made in this Chapter shall be deemed to have been given when a notice setting forth the general purpose of the hearing, together with the time and place, has been published one time in a newspaper of general circulation in the City not less than fifteen (15) days prior to the date of the hearing.

Public notice of one or more hearings may be included within the same note and a copy thereof posted on a bulletin board in front of the regular meeting place of the Mayor and Council. (Ord. 339, 10-8-45)

CHAPTER 2-02
FLAGSTAFF CITY--COCONINO COUNTY PUBLIC LIBRARY BOARD

SECTIONS:

<u>2-02-001-0001</u>	BOARD CREATED:
<u>2-02-001-0002</u>	COMPOSITION; MEMBERSHIP:
<u>2-02-001-0003</u>	ORGANIZATION OF THE BOARD:
<u>2-02-001-0004</u>	MEETINGS:
<u>2-02-001-0005</u>	LIBRARY DIRECTOR:
<u>2-02-001-0006</u>	POWERS AND DUTIES:

SECTION 2-02-001-0001 BOARD CREATED:

There is hereby established the Flagstaff City-Coconino County Public Library Board to be composed of one City Councilmember, four City residents, and two county residents, who shall meet as hereinafter provided, to consider and deliberate upon matters of concern to the City Council of the City of Flagstaff, the Board of Supervisors of Coconino County, and the citizens of the City and County, that affect the operation and efficiency of the Library toward the end of providing an optimum level of library services within resources available. (Ord. 1704, 8-6-91)

(Ord. No. 1704, Amended, 08/06/91)

SECTION 2-02-001-0002 COMPOSITION; MEMBERSHIP:

The composition of the membership of the Board shall be as follows:

- A. A Councilmember designated by the Council to serve during that Councilmember's term of office, or any such lesser term as the Council may designate. (Ord. 1704, 8-6-91)
- B. Four City residents to be appointed by the Flagstaff City Council on or before the effective date of this Ordinance. Of the City residents first appointed one shall be designated to serve for a term of one year, one shall be designated to serve for a term of two years, and two shall be designated to serve a term of three years, from the date of their appointment, but thereafter, City residents shall be appointed for a term of office of three years. (Ord. 1704, 8-6-91)
- C. Two county residents to be appointed by the Board of Supervisors of the County of Coconino. Of the two county residents first appointed, one shall be designated to serve for a term of one year, and the other shall be designated to serve for a term of two years, but thereafter, county residents shall be appointed for a term of office of three years. (Ord. 1704, 8-6-91)
- D. Membership on the Board shall terminate if any member has two (2) consecutive unexcused absences. The Chairperson shall determine prior to any meeting if a member's absence is excusable.

- E. The Council and the Board of Supervisors shall promptly fill vacancies for the unexpired term of any member of the Board in the appointments for which each governing body is responsible.

(Ord. No. 1704, Amended, 08/06/91)

SECTION 2-02-001-0003 ORGANIZATION OF THE BOARD:

Within sixty (60) days after the effective date of this Ordinance, and at the first meeting of the Board, the members of the Board shall elect a Chairperson and a Vice-Chairperson and a Secretary. Elections for those officers, thereafter, shall be held annually on or about that anniversary date. No member shall serve more than three (3) successive terms as Chairperson. Roberts Rules of Order shall govern the conduct of meetings in the event of a procedural dispute. (Ord. 1704, 8-6-91)

The following persons shall be ex-officio members of the Board, but shall have no vote:

The Mayor
The Chairman of the Board of Supervisors
The City Manager
The Library Director

(Ord. No. 1704, Amended, 08/06/91)

SECTION 2-02-001-0004 MEETINGS:

The Board shall hold not less than ten (10) regular meetings annually which shall at all times be open to the public; the time and place of said meetings shall be posted in accordance with any currently applicable Arizona State Statutes regulating public meetings and proceedings (Open Meeting Laws). Special meetings may be called by the Chairperson on twenty-four (24) hours posted notice. (Ord. 1704, 8-6-91)

(Ord. No. 1704, Amended, 08/06/91)

SECTION 2-02-001-0005 LIBRARY DIRECTOR:

The public library system shall be administered by the Library Director, who shall be appointed by and serve at the direction of the City Manager as other City departments are administered.

SECTION 2-02-001-0006 POWERS AND DUTIES:

- A. The Board hereby established shall act in an advisory capacity to, and make recommendations to the Library Director, the City Manager, the City Council, and the Board of Supervisors on general policy relating to the operation of the library system. The Library Board shall submit to the City Council and the Board of Supervisors an annual report on activities during the fiscal year during the time future budgets are being considered.

- B. The Board, with the consent of the City Manager, may call on all City departments for assistance in the performance of its duties and it shall be the duty of such departments to render such assistance to the Board as may be reasonably required.
- C. All monetary gifts, legacies, bequests, donations, etc., shall be separately accounted for by the City Finance Department, and shall be drawn upon only for the library purposes as specified by the donor or as trust fund expenditures are administered by common law or the Statutes of the State of Arizona, upon requisition by the Library Director. (Res. 1050, 1-3-78)

**CHAPTER 2-03
PARKS AND RECREATION COMMISSION**

SECTIONS:

<u>2-03-001-0001</u>	COMMISSION CREATED; MEMBERS:
<u>2-03-001-0002</u>	TERMS; VACANCIES; COMPENSATION:
<u>2-03-001-0003</u>	ORGANIZATION AND RULES:
<u>2-03-001-0004</u>	POWERS AND DUTIES:

SECTION 2-03-001-0001 COMMISSION CREATED; MEMBERS:

There is hereby created a Parks and Recreation Commission for the City, consisting of seven (7) appointed members and four (4) ex-officio members being the Mayor, City Manager, Director of the Recreation Division and Public Works Director. The Commission shall consist of a member of the City Council, and six (6) members appointed by the City Council.

SECTION 2-03-001-0002 TERMS; VACANCIES; COMPENSATION:

Terms of the appointed members shall be for three (3) years.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission and no member of the Commission shall receive compensation for services thereon. (Ord. 1475, 2-3-87)

SECTION 2-03-001-0003 ORGANIZATION AND RULES:

Upon the taking effect of this Chapter, and when appointed, the members shall meet and organize and elect a Chairman to serve for one year with a new Chairman being elected each succeeding year. The Commission may adopt by-laws, procedures and standards for the operation of the Commission not inconsistent with the provisions of this Chapter. A quorum shall consist of four (4) appointive members. The Commission shall meet not less than four (4) times each year.

SECTION 2-03-001-0004 POWERS AND DUTIES:

The duties of the Commission shall be to advise the Council, through periodic written reports to the Council, recommending policy direction on City lands, structures and facilities that are set aside or should be set aside or dedicated to recreational purposes, including but not limited to parks, swimming pools, playgrounds, playing and sports fields and golf courses. The scope of the activities of the Commission shall also include but not be limited to advising and recommending policy direction in activities involving recreational and cultural pursuits of the elderly and the young and to otherwise employ in constructive and wholesome manner and leisure time of the citizens.

The City Council may consider the advice and recommendation of the Commission and thereafter give direction through the City Manager to implement the recreational program as they see fit. (Ord. 865, 12-12-72)

The Commission shall review and make recommendation on the annual budget of the Parks and Recreation Division prior to the submittal thereof to the City Manager.

(Ord. 1335, 10-16-84)

**CHAPTER 2-04
WATER COMMISSION**

SECTIONS:

<u>2-04-001-0001</u>	PURPOSE AND EFFECT:
<u>2-04-001-0002</u>	DEFINITIONS:
<u>2-04-001-0003</u>	DECLARATION OF POLICY:
<u>2-04-001-0004</u>	WATER COMMISSION:
<u>2-04-001-0005</u>	OFFICERS OF THE COMMISSION:
<u>2-04-001-0006</u>	MEETINGS:
<u>2-04-001-0007</u>	ASSISTANCE OF CITY DEPARTMENTS:
<u>2-04-001-0008</u>	APPLICATION; PROCEDURE FOR:
<u>2-04-001-0009</u>	ACTION ON APPLICATION:
<u>2-04-001-0010</u>	EXTENSION OF URBAN SERVICE BOUNDARY:
<u>2-04-001-0011</u>	CHANGES IN WATER, SEWER, RECLAMATION SYSTEM:
<u>2-04-001-0012</u>	INVESTIGATIONS:

SECTION 2-04-001-0001 PURPOSE AND EFFECT:

The provisions of this Chapter shall be deemed to be the minimum requirements for the promotion of public health, safety, convenience and public welfare. These provisions shall govern whenever they are more stringent than any other statute, provision of this Code, legal covenant, agreement or contract, but shall not abrogate any other requirement which is more stringent or restrictive than the provisions of this Chapter.

SECTION 2-04-001-0002 DEFINITIONS:

Whenever any of the following words are used in this Chapter, they shall have the meaning herein ascribed to them:

BUSINESS USE: The use of water which is primarily for business or commercial purposes, including the occasional furnishing of water to travelers or tourists by hotels, motels or other owners of places of public convenience.

COMMISSION: The Commission as designated and established by this Chapter.

COUNCIL: The Council of the City of Flagstaff.

RECLAIMED WASTEWATER: The treated effluent which is the product of the municipal wastewater system, which although not suitable for human consumption, may be used for certain industrial or commercial purposes. (Ord. 1789, 01/05/93)

RESIDENTIAL USE: The use of water which is primarily for the persons and property residing in a building or a portion thereof designed to be occupied as an abode. (Ord. 447, 8-26-58)

SEWER SYSTEM: All the facilities within and without the City required or convenient for the collection and treatment of sewage including the disposal, recycling or utilization of the resulting effluent by the City, within or without the corporate limits. (Ord. 980, 12-7-76)

URBAN SERVICE BOUNDARY: The boundary established by the City Council that surrounds vacant land areas bypassed by urban growth and immediately adjacent

to urban growth that can be most efficiently and effectively provided facilities and services by the City. (Ord. 1789, 01/05/93)

WATER SYSTEM: All the facilities within and without the City required or convenient for the production and distribution of water by the City within or without the corporate limits. (Ord. 447, 8-26-58)

(Ord. No. 1789, Amended, 01/05/93)

SECTION 2-04-001-0003 DECLARATION OF POLICY:

The Mayor and Council of the City declare that one of the most important duties of the City is to furnish its citizens with water, to collect, treat and dispose of sewage, and to reclaim and distribute wastewater. It is further declared that production and distribution of water, and collection, treatment, reclamation and disposal of sewage within and without its corporate limits requires special investigation and sound recommendations. In order to insure these objectives, both from the standpoint of economy and convenience, a Commission is required to investigate extensions, and priority of extensions, of the water, sewer, and reclaimed wastewater systems, the use and priority of use of water furnished by the City, and the treatment, reclamation, and ultimate disposal of the resultant effluent of the sewage system of the City and make appropriate recommendations. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

SECTION 2-04-001-0004 WATER COMMISSION:

There is hereby established a Water Commission. There shall be seven 7 voting members of said Commission, who shall consist of:

- A. A Councilmember, designated by the Council, to serve during his or her term of office;
- B. The Chair of the Planning and Zoning Commission, or a member of the Planning and Zoning Commission, to serve during his or her term of office;
- C. Five (5) members to be appointed by the Council of the City, who shall serve for three (3) year terms on a staggered basis.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission.

- D. Membership on the Commission shall terminate if any member has two (2) consecutive unexcused absences. The Chair shall determine, prior to any meeting, if a member's absence is excusable. (Ord. 1926, 12/17/96)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 1926, Amended, 12/17/96)

SECTION 2-04-001-0005 OFFICERS OF THE COMMISSION:

- A. Ex-Officio Officers: The following persons shall be ex-officio members of the Commission, but shall have no vote:

The City Manager
The City Attorney
The City Engineer
The City Utilities Director, and
The Coconino County Manager or designated representative.

- B. At the first meeting held in any calendar year, the members of the Commission shall elect a Chair and a Vice Chair. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

SECTION 2-04-001-0006 MEETINGS:

The meetings of the Commission shall be held at the time and place adopted for the regular monthly meetings of the Commission. Special meetings may be called by the Chair, or in his or her absence, by the Vice Chair, or may be called by four (4) voting members of the Commission. Notice of the time and place of the special meeting, if not given in person, shall be given at least twenty four (24) hours prior to the time of the meeting. Public notice of all meetings of the Commission shall be in accordance with Arizona Revised Statutes, sections 38-431 et seq. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

SECTION 2-04-001-0007 ASSISTANCE OF CITY DEPARTMENTS:

The Commission, with the consent of the Council, may call on all City departments for assistance in the performance of its duties, and it shall be the duty of such departments to render such assistance to the Commission as may be reasonably required. (Ord. 244, 8-26-59)

SECTION 2-04-001-0008 APPLICATION; PROCEDURE FOR:

¹Any person, corporation or association desiring a water connection or tap, reclaimed wastewater connection, or sewer connection outside the limits of the City shall first apply to the Commission for such connection or tap. The application shall be in writing and shall be filed with the Clerk of the City, who shall forthwith submit it to the Commission or to a person designated by the Commission to receive the same. The Commission shall thereupon, at the next regular or special meeting called for the purpose, consider the application and may, in its sole discretion, require a public hearing before granting said application. In the event that a public hearing is thus required, notice thereof shall be given in writing to those persons designated by the Commission and notice containing the time, place and purpose of the meeting shall be published at least once in the official newspaper of the City, which publication shall be at least five (5) days prior to the time set for such hearing. At such hearing, the Commission may hear such testimony as it may deem advisable and may, at its discretion, permit cross-examination of the applicant and other witnesses by any party interested; however, the scope of the cross-examination shall at all times be discretionary with the Chairman of the Commission.

After any hearing provided by this Section, the Commission shall, within five (5) days thereafter, advise the Mayor and Council, in writing, of the nature of the application, whether a public hearing was held and the recommendations of the Commission on said application.

With the consent of the Mayor and Council, the Commission may give the City Manager or his or her designee authority within a prescribed area and within prescribed limits to allow water connections, sewer connections, and reclaimed wastewater connections for business and residential uses; provided, however, that such uses are in accordance with the regulations theretofore adopted by the Commission or Council. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

¹See Title 7, Chapter 3 of this City Code for additional water regulations

SECTION 2-04-001-0009 ACTION ON APPLICATION:

After receipt of the application and the action thereon as provided in the preceding Section, the Council shall consider recommendations of the Commission at its next regular meeting, or at such meeting as may be determined by the Mayor and Council, whether regular or special, but in any event the application shall be acted upon not later than thirty (30) days after receipt of the recommendations of the Commission by the Mayor and Council. The Council may thereupon grant or reject the application and may provide such hearing or hearings as the Mayor and Council may, in their sole discretion, determine and shall give such notice of such hearing as may be determined to be advisable or convenient. (Ord. 244, 8-26-58; amd. Ord. 1541, 1-5-88)

SECTION 2-04-001-0010 EXTENSION OF URBAN SERVICE BOUNDARY:

Any application for a water or sewer connection to serve a business, residence, or development in an area which would require an extension of the Urban Service Boundary, whether within or without the corporate limits of the City, shall be considered by the Water Commission and the recommendation of the Commission shall be forwarded to the Planning and Zoning Commission and the City Council. Impact on adjacent areas shall also be considered when evaluating applications for extension of the Urban Service Boundary. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

SECTION 2-04-001-0011 CHANGES IN WATER, SEWER, RECLAMATION SYSTEM:

No extension, replacement, maintenance or repair of the production or distribution water system or collection of sewage, treatment thereof, reclamation or disposal of resulting effluent of the City, whether within or without its corporate limits, which requires a bond levy, shall be undertaken until the same has been submitted to the Commission for its recommendation in accordance with Section 2-04-001-0008 of this Chapter, and the Mayor and Council shall have approved the same in accordance with the procedure established in Section 2-04-001-0009 of this Chapter. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

SECTION 2-04-001-0012 INVESTIGATIONS:

In addition to those other duties, as provided by this Chapter, the Commission shall study and be responsible for the evaluation of the long range water needs of the City as well as the review and evaluation of the City water conservation program. It shall, on request after investigation and upon consideration of an orderly, normal increase of the population of the City, make recommendations to the Council regarding exploration and development and new and additional water resources. The Commission shall recommend to the City Council measures it deems necessary to protect existing and potential water resources.

The Commission shall request or study, evaluate, and from time to time make recommendations to the Council on sewage disposal, the degree of purification treatment, and the ultimate disposition and utilization of the resultant effluent and reclaimed wastewater, within guidelines and mandates of Municipal, State and Federal regulations and laws governing such activities. (Ord, 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

**CHAPTER 2-05
HISTORIC SITES COMMISSION**

SECTIONS:

<u>2-05-001-0001</u>	COMMISSION CREATED; ORGANIZATION:
<u>2-05-001-0002</u>	MEETINGS; BUDGET:
<u>2-05-001-0003</u>	DUTIES:

SECTION 2-05-001-0001 COMMISSION CREATED; ORGANIZATION:

A. Creation:¹There is hereby created an Historic Sites Commission which shall consist of nine (9) voting members and one non-voting Chairman; Nine (9) appointed by the Council and one Councilman; plus two (2) non-voting, ex-officio staff members. The terms of the members appointed under the terms hereof shall be as follows:

Three (3) members shall serve a one (1) year term,
Three (3) members shall serve a two (2) year term; and
Three (3) members shall serve a three (3) year term

Thereafter, all appointments shall be for a three (3) year term of office. (Res. 1001, 7-6-76)

B. Ex-Officio Members: The ex-officio members shall be the Planning Director and the Director of Public Works. (Res. 980, 1-6-76)

C. Chairman: The Commission shall elect a Chairman from among its members who shall only vote when a tie has occurred. The Chairman shall serve a term of one year. (Res. 1001, 7-6-76)

¹See also Title 1, Chapter 21, Flagstaff Register of Historic Properties.

SECTION 2-05-001-0002 MEETINGS; BUDGET:

The Commission shall hold at least one regular meeting quarterly. It shall adopt rules for the transaction of its business and keep a record of its resolutions, transactions, findings and determinations, which shall be a public record and shall remain in the possession of the City Clerk.

At the time provided by law for submission of budget estimates, the Commission shall submit an itemized estimate of its contemplated expenditures for the ensuing year, showing the amount proposed to be expended. The Mayor and Council shall make an appropriation for financing the Commission's expenditures in such amount as the Mayor and Council may deem necessary. (Res. 718, 4-26-66)

SECTION 2-05-001-0003 DUTIES:

The function and duties of the Commission shall be to determine and locate sites of historic interest within the City; to determine the authenticity of the location of existing sites of historic interest; to make recommendations to the Council for the placing of appropriate markers at such sites; to cause a map to be prepared showing the actual location of present sites of historic

interest and probable sites of historic interest and a plan accompanying such map for the erecting of suitable markers; carry out other such duties as determined by the Council; and present other recommendations they deem pertinent. (Res. 980, 1-6-76)

**CHAPTER 2-06
SAFETY COMMISSION**

SECTIONS:

<u>2-06-001-0001</u>	DECLARATION OF POLICY:
<u>2-06-001-0002</u>	CREATION OF COMMISSION:
<u>2-06-001-0003</u>	MEETINGS:
<u>2-06-001-0004</u>	FUNCTIONS OF THE COMMISSION:
<u>2-06-001-0005</u>	ADDITIONAL POWERS:

SECTION 2-06-001-0001 DECLARATION OF POLICY:

It is the policy of the City, in the exercise of the powers vested in the City Council for the protection of the public safety and general welfare, to seek to promote vehicular and pedestrian safety, safety in the home and on the job, recreational safety and to review vehicular accidents seeking to prevent similar accidents in the future.¹

¹See also Chapter 12 of this Title

SECTION 2-06-001-0002 CREATION OF COMMISSION:

There is hereby created a Municipal agency to be known as the Flagstaff Safety Commission to consist of seven (7) members. The members shall be appointed by the Mayor, subject to the approval of the City Council, without regard for their political affiliations, one of whom shall be designated by the Mayor as Chairman. Any other officers of such Commission shall be designated and elected by the membership of the Commission. The composition of the Safety Commission shall be as follows:

Chairman of the School Safety Committee
Chief of Police
Police Judge
City Engineer
Three (3) citizen members

The Community Relations Officer of the Flagstaff Police Department will attend all meetings of the Commission, provide basic staff services and represent the Police Department in the absence of the Chief of Police. He will be an ex-officio member of the Safety Commission.

All members of the Safety Commission shall serve during the continued pleasure of the City Council, and said members shall serve without compensation.

SECTION 2-06-001-0003 MEETINGS:

The Commission shall meet at least once each month at a regularly scheduled time and place to be designated by the Commission, and shall hold such special meetings as the membership shall decide and at such times and places as the Commission shall specify.

SECTION 2-06-001-0004 FUNCTIONS OF THE COMMISSION:

The functions of the Flagstaff Safety Commission shall be to unite the community on common programs of safety, analyze all safety problems and select areas of emphasis, coordinate plans and projects to gain maximum effectiveness and avoid duplication of effort, monitor safety procedures within the City and propose solutions to problems found, forward problems and recommended solutions to the City Council and to other interested bodies of the Federal, State and City governments, do studies on specific safety problems when referred to the Commission by the City Council, mobilize the citizens of the community for accident prevention and conduct public information programs calculated to encourage the citizens to greater awareness of safety problems.

SECTION 2-06-001-0005 ADDITIONAL POWERS:

The Commission shall have the power to appoint subcommittees for the purpose of defining problem areas of public safety, to propose solutions to safety problems or for any other undertaking which will reasonably lead to a more effective safety program in the City. (Res. 800, 3-24-70)

**CHAPTER 2-08
COMMISSION ON DIVERSITY AWARENESS**

SECTIONS:

<u>2-08-001-0001</u>	DECLARATION OF POLICY:
<u>2-08-001-0002</u>	CREATION OF COMMISSION:
<u>2-08-001-0003</u>	TERMS OF OFFICE; COMPENSATION:
<u>2-08-001-0004</u>	FUNCTIONS:
<u>2-08-001-0005</u>	MEETINGS; ATTENDANCE:

SECTION 2-08-001-0001 DECLARATION OF POLICY:

There is hereby established the Commission on Diversity Awareness. It shall be the Commission's duty to advise the City Council on issues and methods in promoting diversity awareness within the City of Flagstaff.

(Ord. 2000-26, Amended, 11/17/2000)

SECTION 2-08-001-0002 CREATION OF COMMISSION:

There is hereby created a Municipal agency to be called the Commission on Diversity Awareness and shall consist of eight regular members who shall be appointed by the City Council. A Chairperson shall be selected by a majority vote of those members at a meeting called for that purpose. In addition to the eight appointed members, the City Council may designate a Council representative as a voting member of the Commission.

(Ord. 2001-07, Amended, 03/06/2001; Ord. 2000-26, Amended, 11/17/2000)

SECTION 2-08-001-0003 TERMS OF OFFICE; COMPENSATION:

Terms shall be for three years except for the first appointments to create staggered terms. The City Council shall appoint three members for three (3) year terms, two members for two (2) year terms, and two members for one (1) year terms. After the initial appointment all terms thereafter will be three (3) year terms. The City Council will make every effort to recruit and appoint those individuals that represents the diverse population of Flagstaff and who have demonstrated an interest in minority issues, or promoting those issues of cultural diversity.

(Ord. 2000-26, Amended, 11/17/2000)

SECTION 2-08-001-0004 FUNCTIONS:

The duties of the Commission shall include, but not be limited to:

- A. Fostering mutual understanding, tolerance, respect and awareness among all citizens within the City of Flagstaff; recognizing the different economic, cultural, social, racial, religious and ethnic groups within the City; cooperating in the development of educational programs

dedicated to improvement of community relations with and to enlist the support of various groups to foster diversity awareness.

- B. Developing recommendations for the Mayor and City Council to assist in developing any policies required to respond to the concerns and needs of those in the community and on the Commission in the promotion of diversity awareness.
- C. Advising and assisting the City Council on ways to educate the community on diversity awareness and developing ways to disseminate such information through surveys, studies, forums, workshops, brochures or other events.
- D. Developing and providing public forums for identifying and discussing issues of interest relating to the area of diversity awareness.
- E. Acting as an information or referral group to assist individuals, organizations and employers in an effort to aid the community towards greater understanding and respect for diversity awareness among all individuals.

(Ord. 2000-26, Amended, 11/17/2000)

SECTION 2-08-001-0005 MEETINGS; ATTENDANCE:

The Commission shall meet at such times, dates and locations as determined by the members except that the Chairperson may call a special meeting with not less than 24 hours notice. All other rules or procedures shall be established by the members so long as said rules are consistent with State law, City charter and this ordinance.

A regular Commission member who is absent for three consecutive regular meetings may be removed from the Commission by a vote of the City Council upon recommendation of the Commission.

(Ord. 2000-26, Add, 11/17/2000)

**CHAPTER 2-09
CITIZENS ADVISORY COMMISSION ON AGING**

SECTIONS:

[2-09-001-0001](#) **CREATION OF COMMISSION:**
[2-09-001-0002](#) **DUTIES OF COMMISSION:**

SECTION 2-09-001-0001 CREATION OF COMMISSION:

There is hereby established the Flagstaff Citizens Advisory Commission on Aging to be composed of seven (7) voting members age sixty five (65) and older, appointed by the Mayor and City Council for three (3) year terms. Any voting member absent for three (3) consecutive meetings without excuse shall be dropped and the unexpired term filled by appointment of the City Council.

The Commission shall elect officers, adopt rules of procedure and set their meeting time and place. The Commission shall meet at least once each month.

The following shall be ex-officio members of the Commission:

Mayor
One member from the Planning and Zoning Commission
One member from the Parks and Recreation Commission
One member from the Transportation Committee, and Housing Authority

SECTION 2-09-001-0002 DUTIES OF COMMISSION:

The first task of the Commission will be to assist the Housing Authority to find a site and develop plans for Senior citizens housing and an Adult Center. This assistance shall take such form as is deemed necessary by the Commission.

(Res. 934, 3-10-75)

**CHAPTER 2-10
BOARD OF ADJUSTMENTS**

SECTIONS:

[2-10-001-0001](#) **BOARD ESTABLISHED:**

SECTION 2-10-001-0001 BOARD ESTABLISHED:

There is hereby created in and within the City a Board of Adjustments with powers and duties described in Section 10-09-004-0001 of this Code. (1978 Code)

CHAPTER 2-11
FLAGSTAFF AIRPORT COMMISSION

SECTIONS:

<u>2-11-001-0001</u>	COMMISSION CREATED:
<u>2-11-001-0002</u>	COMPOSITION; TERMS:
<u>2-11-001-0003</u>	ORGANIZATION:
<u>2-11-001-0004</u>	COMPENSATION:
<u>2-11-001-0005</u>	MEETINGS:
<u>2-11-001-0006</u>	ACTIONS OF THE COMMISSION:

SECTION 2-11-001-0001 COMMISSION CREATED:

There is hereby established the Flagstaff Airport Commission to be composed of seven¹ (7) members who shall meet as hereinafter provided to consider and deliberate upon matters of concern to the City Council and citizens that affect the operation and efficiency of the airport toward the end of providing an optimum level of services within available resources using the Airport Master Plan as a basic guide. (Ord. 1897, 11/21/95)

(Ord. No. 1897, Amended, 11/21/95)

SECTION 2-11-001-0002 COMPOSITION; TERMS:

The composition of the membership of the Commission shall be as follows:

- A. A Councilman, designated by the City Council, to serve his term of office; (Res. 1045, 9-20-77)
- B. Six² (6) members to be appointed by the City Council who shall serve for three (3) year terms, on a staggered basis. (Ord. 1897, 11/21/95)
- C. Ex-Officio Members: The following persons shall be ex-officio members of the Commission, but shall have no vote:

- The Mayor
 - The City Manager
 - The Airport Manager
 - The FAA Tower Operator

(Ord. No. 1897, Amended, 11/21/95)

SECTION 2-11-001-0003 ORGANIZATION:

At the first meeting after appointment and at the first meeting held in any calendar year thereafter, the members of the Commission shall elect a Chairperson and Vice-Chairperson. Roberts' Rules of Order shall govern the conduct of meetings in the event of a procedural dispute.

¹ Ordinance No. 1897, adopted 11/21/95, reduced the amount of membership from nine to seven; however, when the final ordinance was printed and signed, the numbers had inadvertently been reversed. The City Code reflects the intent of the action taken by the City Council.

² Ibid.

SECTION 2-11-001-0004 COMPENSATION:

The members of the Commission may be reimbursed by the City for necessary travel and subsistence expenses, but shall not receive compensation for their services. Any such travel must be approved in advance by the City Council or the City Manager with all budgetary considerations taken into account.

SECTION 2-11-001-0005 MEETINGS:

The Commission shall hold regular monthly meetings, which shall at all times be open to the public, the time and place of said meetings shall be posted in accordance with any currently applicable Arizona State Statutes regulating public meetings and proceedings (open meeting laws). Special meetings may be called by the Chairperson on twenty-four (24) hours' notice.

SECTION 2-11-001-0006 ACTIONS OF THE COMMISSION:

- A. The Commission, with the consent of the City Manager, may call on all City departments for assistance in the performance of its duties, and it shall be the duty of such departments to render such assistance to the Commission as may be reasonably required.
- B. All discussions, deliberations, actions and recommendations of the Commission shall be advisory to the City Council, and such advisories as the Commission may from time to time make shall be forwarded to the City Council through the City Manager. (Res. 1045, 9-20-77)

**CHAPTER 2-12
FLAGSTAFF TRAFFIC COMMISSION**

SECTIONS:

<u>2-12-001-0001</u>	CITY POLICY:
<u>2-12-001-0002</u>	CREATION OF THE FLAGSTAFF TRAFFIC COMMISSION:
<u>2-12-001-0003</u>	TERMS OF OFFICE:
<u>2-12-001-0004</u>	COMPENSATION OF COMMISSION MEMBERS:
<u>2-12-001-0005</u>	MEETINGS:
<u>2-12-001-0006</u>	FUNCTIONS OF THE COMMISSION:
<u>2-12-001-0007</u>	OTHER POWERS:
<u>2-12-001-0008</u>	APPEAL PROCEDURE:

SECTION 2-12-001-0001 CITY POLICY:

It is the policy of the City, in the exercise of the powers vested in the City Council for the protection of the public safety and promotion of the general welfare, to promote the safety of the traveling public and to improve utilization of the public ways for all forms of transportation.

SECTION 2-12-001-0002 CREATION OF THE FLAGSTAFF TRAFFIC COMMISSION:

A. There is hereby created a commission to be known as the Flagstaff Traffic Commission. The Commission shall consist of seven (7) voting members and three (3) non-voting members.

1. One of those voting members shall be the Superintendent of Flagstaff Public Schools or his designated representative.
2. The Mayor and City Council shall appoint five (5) citizen members.
3. The City Council shall appoint one member of the City Council to be a voting member to serve during this term of office.
4. One member shall be appointed from each of the following City agencies to attend all meetings in order to provide input and advice on items considered by the Commission:

City Police Department
City Courts
City Engineer`s Office

These members shall be full members of the Commission for purposes of discussion and consideration of Commission items. However, they will not vote or take part in Commission decisions.

B. Officers of the Commission shall be elected by the voting members of the Commission from the citizen membership.

C. The Engineering Division shall provide basic staff services to the Commission.

SECTION 2-12-001-0003 TERMS OF OFFICE:

Citizen members of the Commission shall serve staggered three (3) year terms.

A member's term of office shall commence with the first regular Commission meeting following his appointment and terminate with the regular Commission meeting at which his successor takes office.

The Commission may recommend to the City Council to dismiss any citizen member who misses three (3) consecutive regular meetings without being excused by the chairperson for each absence. In the event of such a dismissal, or should a citizen member wish to resign, the chairperson shall inform the Mayor of the vacancy, and the Mayor and City Council shall appoint another member to serve for the remainder of the term of office of the vacant position.

(Ord. No. 1942, Amended, 05/06/97)

SECTION 2-12-001-0004 COMPENSATION OF COMMISSION MEMBERS:

Members of the Commission shall serve without compensation.

SECTION 2-12-001-0005 MEETINGS:

The Commission shall meet at least once each month at a regularly scheduled time and place to be designated by the Commission, and shall hold such special meetings as the membership shall decide and at such times and places as the Commission shall specify. A quorum, consisting of a minimum of four (4) voting members, shall be required to transact business.

SECTION 2-12-001-0006 FUNCTIONS OF THE COMMISSION:

The functions of the Commission shall be:

- A. To adopt traffic regulations or deny requests for changes in traffic regulations as follows:
 - 1. To investigate and make determinations on traffic regulation items forwarded to it by the office of the Traffic Engineer.
 - 2. To hear the appeals of traffic regulation decisions of the office of the Traffic Engineer as set forth in 9-01-001-0007 C. of the City Code
 - 3. To forward to the City Council those traffic regulation items which it deems to be of sufficient interest to the general public as to require decision by the Council.
- B. To formulate and recommend policies and ordinances to the City Council governing the general operations of the City streets, alleys, sidewalks and bikeways.
- C. To review periodically traffic regulation actions of the office of the Traffic Engineer.

- D. To promote pedestrian, bicycle and driver education programs in the school systems and to disseminate traffic and safety information to the public at large.
- E. To perform other duties relating to public safety within the scope of this Commission.

SECTION 2-12-001-0007 OTHER POWERS:

The Commission shall have the power to appoint subcommittees for the purpose of defining problems areas of traffic and traffic safety; proposing solutions to defined problems; or for any other undertaking which will reasonably lead to safer and more efficient traffic flow in the City.

SECTION 2-12-001-0008 APPEAL PROCEDURE:

Traffic regulation decisions of the Traffic Commission, as set forth in Section 2-12-001-0006 A., may be appealed by any aggrieved party to the City Council by presentation of a request for such an appeal in writing to the office of the Traffic Engineer within ten (10) working days of the date of the Commission's action. The appeal shall be placed on the currently open agenda for the next regularly scheduled Council Meeting. The Council may hear arguments and shall make the final decision on the matter. (Ord. 1349, 2-19-85)

**CHAPTER 2-13
TOURISM COMMISSION**

SECTIONS:

<u>2-13-001-0001</u>	CREATION OF COMMISSION:
<u>2-13-001-0002</u>	COMPOSITION AND TERM OF OFFICE:
<u>2-13-001-0003</u>	COMPENSATION OF COMMISSION MEMBERS:
<u>2-13-001-0004</u>	ORGANIZATION:
<u>2-13-001-0005</u>	MEETINGS:
<u>2-13-001-0006</u>	DUTIES:

SECTION 2-13-001-0001 CREATION OF COMMISSION:

There is hereby established a City Tourism Commission. There shall be nine (9) voting members of said Commission who shall meet as hereinafter provided to consider and recommend programs for the expenditure of the portion of the Bed, Board and Booze Tax as designated by Ordinance No. 1532.

(Ord. No. 1579, Enacted, 08/02/88)
(Ord. 2001-27, Amended, 11/20/2001)

SECTION 2-13-001-0002 COMPOSITION AND TERM OF OFFICE:

The composition of the membership shall consist of:

- A. A Councilmember designated by the City Council to serve, as a non-voting ex-officio member, during the Councilmember's term of office. (Ord. 1674, 9-18-90)
- B. Five (5) members to be appointed by the City Council. Each member shall be from the hospitality industry and serve for three (3) years, on a staggered term basis.
- C. Four (4) additional members to be appointed by the City Council, to serve for three (3) years, on a staggered term basis. (Ord. 1674, 9-18-90)
- D. The City Manager or the Manager's designee shall be an ex-officio member of the Commission. The member shall have no voting privileges.

The City Manager shall be responsible for staff support of the Tourism Commission.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission.

A member's term in office shall commence with the first regular Commission meeting following the appointment and terminate with the regular Commission meeting at which the successor takes office. No voting member of the Commission may be appointed to more than two (2) consecutive terms, full or partial. Said requirement shall not apply to the Councilmember representative.

(Ord. No. 1579, Enacted, 08/02/88; Ord. No. 1674, Amended, 09/18/90)
(Ord. 2001-27, Amended, 11/20/2001)

SECTION 2-13-001-0003 COMPENSATION OF COMMISSION MEMBERS:

Members of the Commission shall serve without compensation.

(Ord. No. 1579, Enacted, 08/02/88)

SECTION 2-13-001-0004 ORGANIZATION:

The Commission shall elect a Chairperson from among its members. The term of the Chairperson shall be one year with eligibility for reelection. Commission members may not serve more than two (2) consecutive terms as Chairperson. The Council representative shall not be eligible for the Chair.

(Ord. No. 1579, Enacted, 08/02/88)

SECTION 2-13-001-0005 MEETINGS:

- A. The Commission shall hold at least one regular meeting per month, which shall at all times be open to the public. The time and place of said meeting shall be posted in accordance with the applicable Arizona State Statutes.

A quorum consisting of a minimum of five (5) voting members, shall be required to conduct business.

- B. The Chairperson of the Commission shall meet with the Chairperson of the Economic Development Commission and the Beautification Commission at least once per month. The purpose of the meeting is for coordination of the three commissions only. The intent is not to create another commission. The meeting shall at all times be open to the public. The time and place of said meeting shall be posted in accordance with applicable Arizona State Statutes.
- C. If a member is absent for three (3) meetings within a twelve month period, excused or unexcused, that member may be replaced by the City Council.

(Ord. No. 1579, Enacted, 08/02/88)

(Ord. 2001-27, Amended, 11/20/2001)

SECTION 2-13-001-0006 DUTIES:

The duties of the Commission shall be to:

- A. Prepare a Five (5) Year Master Plan. The Five Year Plan shall be used as a guideline for future programs. Said Plan shall be presented to the Council prior to April 1 of each year.
- B. Develop and present to City Council an Annual Plan outlining the Commission's program recommendations for the upcoming fiscal year. Said plan shall be presented to the Council prior to April 1 of each year.

- C. Make recommendations to the City Council concerning the annual budgetary allocation of the tourism portion of the Bed, Board and Booze Tax, as outlined in Ordinance No. 1532, Section 4 A. 3.b.(1)-(7).
- D. Perform any additional duties as determined by the City Council, related to tourism activities. (Ord. 1579, 8-2-88)

(Ord. No. 1579, Enacted, 08/02/88)

**CHAPTER 2-14
BEAUTIFICATION COMMISSION**

SECTIONS:

<u>2-14-001-0001</u>	CREATION OF COMMISSION:
<u>2-14-001-0002</u>	COMPOSITION AND TERM OF OFFICE:
<u>2-14-001-0003</u>	COMPENSATION OF COMMISSION MEMBERS:
<u>2-14-001-0004</u>	ORGANIZATION:
<u>2-14-001-0005</u>	MEETINGS:
<u>2-14-001-0006</u>	DUTIES:

SECTION 2-14-001-0001 CREATION OF COMMISSION:

There is hereby established a City Beautification Commission. There shall be seven (7) voting members of said Commission who shall meet as hereinafter provided to consider and recommend programs for the expenditure of the portion of the Bed, Board and Booze Tax as designated by Ordinance No. 1532.

(Ord. No. 1580, Enacted, 08/02/88)

SECTION 2-14-001-0002 COMPOSITION AND TERM OF OFFICE:

The composition of the membership shall consist of:

- A. A Councilmember designated by the City Council to serve, as a non-voting ex-officio member, during the Councilmember's term of office. (Ord. 1674, 9-18-90)
- B. One (1) member to be from the hospitality industry, appointed by the City Council. Said member shall serve a three (3) year term.
- C. Six (6) additional members appointed by the City Council. Each member shall serve three (3) years, on a staggered term basis. (Ord. 1674, 9-18-90)
- D. The City Manager or the Manager's designee shall be an ex-officio member of the Commission. The member shall have no voting privileges.

The City Manager shall be responsible for staff support of the Beautification Commission.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission.

A member's term in office shall commence with the first regular Commission meeting following the appointment and terminate with the regular Commission meeting at which the successor takes office. No voting member of the Commission may be appointed to more than two (2) consecutive terms, full or partial. Said requirement shall not apply to the Councilmember representative.

(Ord. No. 1580, Enacted, 08/02/88; Ord. No. 1674, Amended, 09/18/90)

SECTION 2-14-001-0003 COMPENSATION OF COMMISSION MEMBERS:

Members of the Commission shall serve without compensation.

(Ord. No. 1580, Enacted, 08/02/88)

SECTION 2-14-001-0004 ORGANIZATION:

The Commission shall elect a Chairperson from among its members. The term of the Chairperson shall be one year with eligibility for reelection. Commission members may not serve more than two (2) consecutive terms as Chairperson. The Council representative shall not be eligible for the Chair.

(Ord. No. 1580, Enacted, 08/02/88)

SECTION 2-14-001-0005 MEETINGS:

- A. The Commission shall hold at least one regular meeting per month, which shall at all times be open to the public, the time and place of said meeting shall be posted in accordance with the applicable Arizona State Statutes.

A quorum consisting of a minimum of four (4) voting members, shall be required to conduct business.

- B. The Chairperson of the Commission shall meet with the Chairperson of the Economic Development Commission and the Tourism Commission at least once per month. The purpose of the meeting is for coordination of the three commissions only. The intent is not to create another commission. The meeting shall at all times be open to the public, the time and place of said meeting shall be posted in accordance with applicable Arizona State Statutes.

- C. If a member is absent for three (3) meetings within a twelve month period, excused or unexcused, that member may be replaced by the City Council.

(Ord. No. 1580, Enacted, 08/02/88)

SECTION 2-14-001-0006 DUTIES:

The duties of the Commission shall be to:

- A. The Commission shall be responsible for preparing a Five (5) Year Plan. The Five Year Plan shall be used as a guideline for future programs. Said Plan shall be presented to the Council prior to April 1 of each year.
- B. Develop and present to City Council an Annual Plan outlining the Commission's program recommendations for the upcoming fiscal year. Said plan shall be presented to the Council prior to April 1 of each year.

- C. Make recommendations to the City Council concerning the annual budgetary allocation of the beautification portion of the Bed, Board and Booze Tax, as outlined in Ordinance No. 1532, Section 4 A.3.b.(1) - (7).
- D. Perform any additional duties as determined by the City Council, related to beautification activities. (Ord.1580, 8-2-88)

(Ord. No. 1580, Enacted, 08/02/88)

CHAPTER 2-15
ECONOMIC DEVELOPMENT COMMISSION

SECTIONS:

<u>2-15-001-0001</u>	Repealed.
<u>2-15-001-0002</u>	Repealed.
<u>2-15-001-0003</u>	Repealed.
<u>2-15-001-0004</u>	Repealed.
<u>2-15-001-0005</u>	Repealed.
<u>2-15-001-0006</u>	Repealed.

SECTION 2-15-001-0001 Repealed.

Repealed by Ordinance No. 1748 (04/21/92)

(Ord. No. 1580, Enacted, 08/02/88; Ord. No. 1581, Enacted, 08/02/88; Ord. No. 1748, Repealed, 04/21/92)

SECTION 2-15-001-0002 Repealed.

Repealed by Ordinance No. 1748 (04/21/92)

(Ord. No. 1581, Enacted, 08/02/88; Ord. No. 1674, Amended, 09/18/90; Ord. No. 1748, Repealed, 04/21/92)

SECTION 2-15-001-0003 Repealed.

Repealed by Ordinance No. 1748 (04/21/92)

(Ord. No. 1581, Enacted, 08/02/88; Ord. No. 1748, Repealed, 04/21/92)

SECTION 2-15-001-0004 Repealed.

Repealed by Ordinance No. 1748 (04/21/92)

(Ord. No. 1581, Enacted, 08/02/88; Ord. No. 1748, Repealed, 04/21/92)

SECTION 2-15-001-0005 Repealed.

Repealed by Ordinance No. 1748 (04/21/92)

(Ord. No. 1581, Enacted, 08/02/88; Ord. No. 1748, Repealed, 04/21/92)

SECTION 2-15-001-0006 Repealed.

Repealed by Ordinance No. 1748 (04/21/92)

(Ord. No. 1581, Enacted, 08/02/88; Ord. No. 1748, Repealed, 04/21/92)

**CHAPTER 2-16
YOUTH COMMISSION**

SECTIONS:

<u>2-16-001-0001</u>	PURPOSE:
<u>2-16-001-0002</u>	COMPOSITION:
<u>2-16-001-0003</u>	TERMS; VACANCIES; COMPENSATION
<u>2-16-001-0004</u>	MEETINGS:
<u>2-16-001-0005</u>	COMMITTEES; ACTIVITIES; YEARLY PLAN
<u>2-16-001-0006</u>	REPEALED
<u>2-16-001-0007</u>	REPEALED
<u>2-16-001-0008</u>	REPEALED:

SECTION 2-16-001-0001 PURPOSE:

The Youth Commission shall provide input, based on the perspectives of the youth of the community, to the Flagstaff City Council concerning City issues and policies. The Commission will: foster the recognition of the rights and responsibilities of the youth of the community; provide a forum for the expression of opinions and interests to the community on issues affecting youth; increase community awareness of the contributions made by youth citizens; advocate opportunities for youth including, but not limited to, youth development, employment, education, and leisure; and, propose solutions to problems.

(Ord. No. 1694, Enacted, 05/07/91)
(Ord. 2000-25, Amended, 10/03/2000)

SECTION 2-16-001-0002 COMPOSITION:

The Youth Commission will consist of thirteen (13) appointed members. Twelve at-large appointed members shall be ages 13-18 at the date of appointment who will be representative of the diversity of the youth of the community, and who are residents of the City.

One (1) appointed member shall be a member of the Flagstaff City Council.

In addition to the thirteen regular members, the Council shall also appoint two (2) alternates at large who shall serve as voting members when regular members are absent from commission meetings. A quorum shall consist of seven (7) appointed members, which may be made up of regular and alternate members of the commission.

(Ord. No. 1694, Enacted, 05/07/91; Ord. No. 1777, Amended, 11/03/92; Ord. No. 1816, Amended, 08/17/93; Ord. No. 1916, Amended, 07/02/96)

(Ord. 1916, 07/02/96)
(Ord. 2000-25, Amended, 10/03/2000)

SECTION 2-16-001-0003 TERMS; VACANCIES; COMPENSATION

Terms of the appointed members shall be for one (1) year, from July to June. Members may reapply and serve up to six (6) terms, full or partial. Said term limitation shall not apply to the Councilmember representative.

Any Commission member absent for two (2) consecutive meetings without excuse may be dropped.

The Council shall fill vacancies for the unexpired term of any members of the Commission. Members of the Commission shall serve without compensation.(Ord. 1916, 07/02/96)

(Ord. No. 1694, Enacted, 05/07/91; Ord. No. 1777, Amended, 11/03/92; Ord. No. 1916, Amended, 07/02/96)
(Ord. 2000-25, Amended, 10/03/2000)

SECTION 2-16-001-0004 MEETINGS:

The Commission shall meet once a month at a regularly scheduled time and place to be designated by the Commission. Members shall select a chairperson to serve for one year, from July to June, with a new chairperson selected each succeeding year.

(Ord. No. 1694, Enacted, 05/07/91)
(Ord. 2000-25, Amended, 10/03/2000)

SECTION 2-16-001-0005 COMMITTEES; ACTIVITIES; YEARLY PLAN

The Commission shall establish standing and ad hoc committees as needed to accomplish their goals. Committee membership shall be open to interested youth and adults from the community at large.

The Commission shall organize an annual Youth Town Hall. A recommended budget for the Youth Town Hall, and other goals and objectives identified by the Commission, shall be submitted to the City Council each year during the budget process. (Ord. No. 1694, Enacted, 05/07/91)
(Ord. 2000-25, Amended, 10/03/2000)

SECTION 2-16-001-0006 REPEALED

(Ord. No. 1694, Enacted, 05/07/91)
(Ord. 2000-25, Amended, 10/03/2000)

SECTION 2-16-001-0007 REPEALED

(Ord. No. 1694, Enacted, 05/07/91)
(Ord. 2000-25, Amended, 10/03/2000)

SECTION 2-16-001-0008 REPEALED:

Repealed. (Ord. 1916, 07/02/96)

(Ord. No. 1916, Repealed, 07/02/96)

(Ord. 2000-25, Amended, 10/03/2000)

CHAPTER 2-17
ARTS AND SCIENCE COMMISSION (REPEALED)

SECTIONS:

<u>2-17-001-0001</u>	CREATION OF COMMISSION: (REPEALED)
<u>2-17-001-0002</u>	FUNCTIONS OF THE COMMISSION: (REPEALED)
<u>2-17-001-0003</u>	ASSIGNMENT OF STAFF TO SUPPORT THE COMMISSION: (REPEALED)
<u>2-17-001-0004</u>	GUIDELINES AND PROCEDURES: (REPEALED)

SECTION 2-17-001-0001 CREATION OF COMMISSION: (REPEALED)

REPEALED

(Ord. 2001-28, Amended, 11/20/2001)

SECTION 2-17-001-0002 FUNCTIONS OF THE COMMISSION: (REPEALED)

REPEALED

(Ord. 2001-28, Amended, 11/20/2001)

SECTION 2-17-001-0003 ASSIGNMENT OF STAFF TO SUPPORT THE COMMISSION:

REPEALED

(Ord. 2001-28, Amended, 11/20/2001)

SECTION 2-17-001-0004 GUIDELINES AND PROCEDURES: (REPEALED)

REPEALED

(
Ord. 2001-28, Amended, 11/20/2001)

CHAPTER 2-18
COMMISSION ON DISABILITY AWARENESS

SECTIONS:

<u>2-18-001-0001</u>	COMMISSION ESTABLISHED, DUTIES
<u>2-18-001-0002</u>	MEMBERS AND TERMS:
<u>2-18-001-0003</u>	ORGANIZATION:

SECTION 2-18-001-0001 COMMISSION ESTABLISHED, DUTIES

There is hereby established the Commission on Disability Awareness. It shall be the Commission's duty to advise the City Council on all issues affecting the City of Flagstaff in relation to individuals with disabilities and shall include, but not be limited to:

- A. Review of City compliance with the Americans with Disabilities Acts and the Arizonans with Disabilities Acts.
- B. Review of City programs, activities, services and procedures to ensure all citizens are afforded equitable access to same.
- C. Develop and transmit recommendations to the City Council to assist the City Council in developing policies to respond to the concerns and needs of those with disabilities.
- D. Provide a public forum for identifying and discussing issues of interest relating to individuals who are disabled, physically or mentally, and to act as an information and referral group to assist individuals, organizations, and employers in efforts to aid members of the community toward greater independence and community interactions.
- E. Increase community awareness of the real contributions made by citizens of the community who are disabled and to provide recognition for employers, employees, students, teachers, parents, and professionals who further the goals of disability awareness and inclusion. (Ord. 1780, 11/17/92)

(Ord. No. 1780, Enacted, 11/17/92)

SECTION 2-18-001-0002 MEMBERS AND TERMS:

The Commission shall consist of seven (7) regular members and two (2) alternate members who shall be appointed by the City Council based upon the recommendations of the Committee/Commission. The Commission and the City Council will make every effort to recruit and appoint those individuals most directly involved and concerned with the obligations of the Americans with Disabilities Act. The terms of the initial Commission shall consist of four (4) regular members being appointed to two (2) year terms, three (3) regular members being appointed to one (1) year terms, and the (2) alternate members being appointed to three (3) year terms. All terms following the expiration of the initial terms shall be for three (3) years for all regular and alternate members. A quorum shall consist of a majority of seven (7) regular or alternate members, excluding vacancies. Alternate members will have voting privileges only when seated in the event of an absence or vacancy of a regular

member. In the event a member's term expires, that member shall continue to serve until reappointed or replaced by the City Council. (Ord. 1833, 05/03/94)

(Ord. No. 1780, Enacted, 11/17/92; Ord. No. 1833, Amended, 05/03/94)

SECTION 2-18-001-0003 ORGANIZATION:

A Chairperson and other Commission officers shall be selected by a majority vote of those members present at a meeting called for that purpose for a term of one (1) year. The Commission shall meet at such times, dates and locations as determined by the members except that the Chairperson may call a special meeting with not less than twenty-four (24) hours notice. All other rules of procedure shall be established by the members so long as said rules are consistent with State law, the City Charter and this Ordinance.

A regular or alternate Commission member who is absent from three consecutive regular meetings may have their remaining term terminated by a vote of the City Council upon recommendation of the Commission.

In addition to the members appointed in 2-18-001-0002, the City Council may designate a Council representative as a non-voting member of the Commission.

(Ord. 1780, 11/17/92)

(Ord. No. 1780, Enacted, 11/17/92)

CHAPTER 2-19
HISTORIC PRESERVATION COMMISSION

SECTIONS:

2-19-001-0001 **COMMISSION ESTABLISHED; ORGANIZATION:**

SECTION 2-19-001-0001 COMMISSION ESTABLISHED; ORGANIZATION:

There is hereby created a commission to be known as the City of Flagstaff Historic Preservation Commission.

A. ESTABLISHMENT OF THE COMMISSION.

1. The initial membership of the Commission shall consist of seven (7) voting members who must meet the requirements of the City Charter of the City of Flagstaff and be appointed by the City Council. In addition to the seven (7) voting members, the City Council shall appoint a Council representative. Additional members may be appointed in the future, if and when additional Historic Design Review Districts beyond the first District are created, to represent those additional Districts and help develop and adopt Design Guidelines for those Districts.
2. The terms of appointment for this Commission shall be three years except that the initial appointments may be for less than three years to establish "staggered" terms. The Council representative may serve a term which coincides with the Council term, and shall only vote when a tie has occurred. The Commission shall, by majority vote, elect a Chairperson and Vice-Chairperson and shall meet at such times and dates as the Commission shall designate. The Chairperson and Vice-Chairperson shall serve terms of one year.
3. Members shall serve without compensation.
4. Appointed members shall meet the following qualifications, to the extent possible:
 - a. All should have a demonstrated interest in the history of the community and be committed to represent not only their specific areas of expertise, but also the community at large.
 - b. At least two (2) members must be professionals in the areas of architecture, history, architectural history, planning, or archaeology.
 - c. At least three (3) members shall be owners of locally designated historic properties or properties listed on the National Register of Historic Places. Two (2) of these members should represent commercial properties, and one (1) may represent a commercial or residential property.
 - d. At least one (1) member shall be an owner of a non-historic property within a designated Historic Design Review District.

- e. At least one (1) member shall be from the general community and not included in any of the above categories.
 - 5. Any member may satisfy more than one of the above qualifications (except item "e") and any "professional" category may be filled by a person who is retired from that profession.
- B. MEETINGS; BUDGET. Subject to State law, the operational regulations of the Commission shall include the following:
- 1. The Commission shall at a minimum hold at least one regular meeting quarterly, but shall normally hold monthly meetings. For the purpose of considering Certificates of Appropriateness, meetings may be held at any time, with ten (10) days notice, on the written request of any two of the Commission members or on the call of the Chairperson, the Planning Director or the Mayor. The Chairperson shall set the meeting times.
 - 2. A quorum for the transaction of business shall consist of four (4) of the Commission's members; however, a quorum consisting of no less than five (5) members is required to approve or deny a Certificate of Appropriateness. If additional members are appointed in the future, a quorum for the transaction of business shall consist of 51% of the total membership and a quorum for consideration of a Certificate of Appropriateness shall consist of a business quorum plus one (1) member.
 - 3. The Commission shall adopt rules for the transaction of its business and keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.
 - 4. At the time provided by law for the submission of budget estimates, the Commission shall submit an itemized estimate of its contemplated expenditures for the ensuing year, showing the amount proposed to be expended. The Mayor and Council shall make an appropriation for financing the Commission's expenditure, in such an amount as the Mayor and Council may deem necessary and appropriate.
 - 5. If a member is absent for three (3) meetings within a twelve month period, excused or unexcused, that member may be replaced by the City Council.
- C. POWERS AND DUTIES. Subject to state law and the procedures prescribed herein, the City of Flagstaff Historic Preservation Commission shall have and may exercise the following powers, duties, and responsibilities:
- 1. The Commission may recommend to the City Council that properties be designated landmarks or historic design review districts, subject to the procedures and requirements of this Ordinance. See Title 10, Chapter 15 of this Code for the Purpose, Applicability, Procedures and Requirements of this Ordinance.
 - 2. The Commission shall increase public awareness of the value of historic, cultural and architectural preservation by developing and participating in public education programs.

3. The Commission shall advise and assist owners of landmarks or historic structures on physical and financial aspects of preservation, renovation, rehabilitation, and reuse.
4. The Commission shall make recommendations to the City Council concerning the utilization of federal, state, local or private funds to promote the preservation of landmarks and historic districts within the City.
5. The Commission may recommend acquisition of landmark structures by the City where their preservation is essential to the purposes of this Ordinance and where private preservation is not feasible, and where either imminent demolition is pending, or required maintenance of said structures according to City Building Codes has not been accomplished for a period in excess of one year due to deficiencies of ownership affecting maintenance, and where preservation of said structures is related to some other existing plan or report.
6. The Commission shall review and make decisions on any development application for a Certificate of Appropriateness and require the same plans submitted for the Development Review Board, plus applicable elevation drawings.
7. The Commission shall develop and adopt Design Guidelines for historic and non-historic structures within designated design review districts, or individual historic structures or landmarks, to assist property owners and developers in preservation, renovation, rehabilitation, and reuse of historic structures and others within designated districts. If there is more than one designated district, the Commission shall develop appropriate Design Guidelines for each district. The Design Guidelines, and major amendments thereto, shall be subject to a Public Hearing before the Commission, including notification of the property owners within the district to which they would apply, per procedures outlined in Section 10-15-003-0002 of this Code.
8. The Commission shall carry out other such duties as determined by the City Council; and present other recommendations they deem pertinent.

(Ord. No. 1857, Enacted, 02/07/95)

(Ord. No. 1997, Amended, 06/15/1999)

**CHAPTER 2-20
OPEN SPACES COMMISSION**

SECTIONS:

<u>2-20-001-0001</u>	COMMISSION ESTABLISHED; ORGANIZATION:
<u>2-20-001-0002</u>	TERMS OF OFFICE:
<u>2-20-001-0003</u>	DUTIES:
<u>2-20-001-0004</u>	OPEN SPACES LONG RANGE MANAGEMENT PLAN COMPONENTS:
<u>2-20-001-0005</u>	MEETINGS; ATTENDANCE:

SECTION 2-20-001-0001 CREATION OF COMMISSION:

There is hereby created an advisory body to be called the "Open Spaces Commission" ("Commission") consisting of the following nine regular members all of whom shall be appointed by the City Council, except for designees from the Planning and Zoning Commission and the Parks and Recreation Commission: four members from the natural and cultural sciences; one member from the Planning and Zoning Commission; one member from the Parks and Recreation Commission; one member who markets real estate or is a representative from real estate development; one public at-large member, and one City Council member. All Commission members shall be voting members. A chairperson shall be selected by a majority vote of those members at a meeting called for that purpose.

SECTION 2-20-001-0002 TERMS OF OFFICE:

Appointments from the Planning and Zoning Commission and the Parks and Recreation Commission to the Open Spaces Commission shall be for no longer than the remaining term of the appointing Commission's designee. Terms of all other appointees shall be for three years except for the first appointments creating staggered terms as follows: The City Council shall appoint two members for three year (3) terms, two members for two (2) year terms, and two members for one (1) year terms. After the initial appointment all terms thereafter will be three (3) year terms.

SECTION 2-20-001-0003 DUTIES:

- A. It shall be the Commission's duty to advise the City Council on acquisition, preservation, and alternatives for open space land management.
- B. The duties of the Commission shall also include, but not be limited to: Reviewing and advising the City Council on the development of an Open Spaces Long Range Management Plan and policies to provide broad, long-term direction for planning and decision making for the lands designated as Urban Open Space Management Area in the Urban Open Spaces Plan of the Flagstaff Area Regional Land Use and Transportation Plan.
- C. Advising and assisting the Mayor and City Council on ways to educate and involve the community on the value, protection, and stewardship of open space lands.
- D. Advising and assisting the Mayor and City Council on ways to work collaboratively with other governmental entities, organizations, and

departments to advance and ensure the implementation of the Open Spaces Long Range Management Plan and the Flagstaff Area Regional Land Use and Transportation Plan.

- E. Advising and assisting the Mayor and City Council regarding regional open space issues as well as to any regional open spaces coalition that may be formed in the future relative to lands designated as open space in the Greater Flagstaff Area Open Spaces and Greenways Plan.
- F. Obtaining public input and participation in various programs such as environmental education and interpretation on the use, operation, and management of open space and providing information concerning the goals, projects, and operations of the open space program.

SECTION 2-20-001-0004 OPEN SPACES LONG RANGE MANAGEMENT PLAN COMPONENTS:

- A. The components of the Open Spaces Long Range Management Plan shall include, but not be limited to:
 - 1. Program goals, management decision-making processes, and implementation techniques for resource preservation.
 - 2. Policies to provide the framework for more issue- or site-specific planning and implementation.
 - 3. Criteria for the acquisition of lands that are consistent with open space goals and policies set forth in the Open Spaces Long Range Management Plan.
 - 4. Plans for the management of the open spaces to achieve the goals of the Open Spaces Long Range Management Plan using such studies and data as property inventories, the nature and significance of the natural and cultural resources, plant and animal species ecosystems, existing uses and conditions, and interactions and connections between natural areas and between developed and undeveloped areas.
 - 5. Developing, identifying, and recommending the use of various methods, such as intergovernmental agreements, rights-of-way for access, and grants, to assure protection of critical open space lands.
 - 6. Policies to monitor, maintain, enhance, and restore, where necessary, natural and cultural resources, uses, accesses, trails, and facilities.
 - 7. Public participation, education, and interpretive programs.

SECTION 2-20-001-0005 MEETINGS; ATTENDANCE:

The Commission shall meet on a quarterly basis, at a minimum, at such times, dates and locations as determined by the members, except that the chairperson may call a special meeting with not less than 24 hours notice. All other rules or procedures shall be established by the members so long as the rules are

consistent with state law, including the Open Meetings Law, the City charter and this ordinance.

A regular Commission member who is absent for three consecutive regular meetings may be removed from the Commission by a vote of the City Council.

(Ord. 2003-03, Enacted, 02/04/03)